



Thrift Savings Plan BULLETIN

for Agency TSP Representatives

Subject: Catch-up Contributions for TSP Participants Age 50 and Older

Date: February 7, 2003

On November 27, 2002, the President signed Public Law 107-304, which permits eligible Thrift Savings Plan (TSP) participants who are age 50 or older to make tax-deferred “catch-up” contributions from their basic pay to their TSP accounts. These contributions are a supplement to the participant’s regular employee contributions and do not count against either the statutory contribution percentage limitations (e.g., in 2003, 13% for employees covered by the Federal Employees’ Retirement System and 8% for employees covered by the Civil Service Retirement System)¹ or the Internal Revenue Code’s elective deferral limit (\$12,000 in 2003). However, the catch-up contributions have their own annual limit (the “annual catch-up limit”) and eligibility criteria. The Board intends to implement the catch-up contributions program in July 2003, which will give eligible participants the opportunity to contribute these additional funds before the end of the year.

This bulletin describes the catch-up contributions program and the steps agencies will have to take to implement this new benefit.

I. Eligibility for Catch-up Contributions

- A. Catch-up contributions are supplemental contributions available to TSP participants who are age 50 or older. Originally, the intent of the legislation authorizing these contributions in the private sector was to provide women the opportunity to “catch up” their retirement savings when they returned to the work force after raising a family. However, the legislation was subsequently expanded to provide the benefit to all participants who were age 50 and older. Therefore, unlike makeup contributions under the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other error correction situations, there is no “lookback” provision to see what the participant could

(continued on next page)

¹ FERS refers to the Federal Employees’ Retirement System, the Foreign Service Pension System, and other equivalent Federal retirement systems. CSRS refers to the Civil Service Retirement System, including CSRS Offset, the Foreign Service Retirement and Disability System, and other equivalent Federal retirement systems.

Inquiries: Questions concerning this bulletin should be directed to the Federal Retirement Thrift Investment Board at **(202) 942-1460**.

Chapter: This bulletin may be filed in Chapter 6, Establishing and Maintaining Accounts.

have contributed but did not. Eligible participants simply have the right to contribute the additional funds up to the annual catch-up contribution limit.

- B. A participant is eligible to make catch-up contributions as long as:
1. He or she is in pay status. Because these contributions are made by payroll deductions, participants must be currently employed and receiving pay. They cannot be separated from service or in nonpay status; and
 2. He or she is contributing either the maximum TSP contribution percentage or an amount which will result in his or her reaching the elective deferral limit by the end of the relevant year²; and
 3. He or she is at least 50 years old in the year the catch-up contributions are made (even if the participant's birthday is December 31 of that year); and
 4. He or she is not in the 6-month non-contribution period following the receipt of a financial hardship in-service withdrawal.

II. Annual Catch-up Contribution Limits

- A. Catch-up contributions are not subject to the Internal Revenue Code's elective deferral limits. However, these contributions are limited as follows:

Year	Maximum Contribution
2003	\$2,000
2004	\$3,000
2005	\$4,000
2006 and thereafter	\$5,000 ³

- B. As with regular employee contributions, the catch-up contribution limit applies to the year that is recorded on the pay date that is specified on the submission by the agency. This means that if a contribution with a December 31, 2003, pay date is posted to the account on January 2, 2004, it applies against the 2003 limit. Agencies are responsible for ensuring that they do not submit catch-up contributions for their participants which exceed the yearly catch-up limit. The TSP record keeper will reject any contributions that exceed this

² Civilian participants will self-certify that they meet this eligibility criterion; agencies will only be responsible for ensuring that, at the time of the election, the participant is making contributions from basic pay.

³ After 2006, this amount will be subject to increases to reflect inflation.

limit (as is currently done for regular TSP contributions). For makeup and late catch-up contributions, the “as of” date, not the date the contribution is posted, is used to determine the year of the catch-up contribution limit. For example, if a makeup or late payment with an “as of” date of November 30, 2003 is posted to the account on January 1, 2004, it applies to the 2003 limit. (See Section IX below).

It is possible for a highly paid FERS participant to contribute up to \$14,000 in 2003 (\$12,000 in regular employee contributions plus \$2,000 in catch-up contributions). Most CSRS participants can contribute up to 8% of basic pay plus the \$2,000 catch-up contribution in 2003. (The \$12,000 elective deferral limit will only affect those very few CSRS participants whose salaries will exceed \$150,000 in 2003 and who contribute 8%.)

Eventually, in 2006 (when the percentage limitations on regular contributions are eliminated), both FERS and CSRS employees will be able to contribute up to \$20,000 (\$15,000 in regular contributions and \$5,000 in catch-up contributions).

III. Tax Treatment of Catch-up Contributions

- A. Like regular employee contributions, catch-up contributions are made on a pre-tax basis, which means that they are taken from the participant’s basic pay before Federal and, in almost all cases, state income taxes are calculated.
- B. Because these contributions are taken from “before-tax” dollars, they **cannot** be made by check; they must be made by payroll deduction.

IV. Agency Contributions

Catch-up contributions are **not** eligible for matching contributions. There are no Agency Automatic (1%) Contributions associated with catch-up contributions.

V. Catch-up Contribution Elections

- A. Elections for catch-up contributions are separate from the participant’s election for regular employee contributions. The participant can make a catch-up contribution election at any time beginning in or after the year in which he or she turns age 50.
- B. The Board has designed Form TSP-1-C, Catch-up Contribution Election, for this purpose. Agencies may also use an electronic version of this form to support their on-line employee services systems (e.g., Employee Express, PostalEase).

Attachment 1 is a copy of [Form TSP-1-C](#). The Board will not make a mass distribution of the form. Instead, it will be placed on the TSP Web site, www.tsp.gov, and agencies will also be able to order the form using the Form TSP-40, TSP Publications Order Form, based on their anticipated needs.

- C. Catch-up contribution elections are made in terms of a requested whole dollar amount which will be deducted from the participant's basic pay each pay period until the earliest of the following conditions: (1) the annual catch-up limit is reached; or (2) the calendar year ends; or (3) the participant elects to stop the contribution. The participant can elect any whole dollar amount up to the yearly limit. However, catch-up contributions for one year cannot continue into the following year (except in cases of error correction as described below). **Because the annual limit changes each year, the participant must make a new election each year.**
- D. Catch-up contribution elections are not subject to the open season rules, and more than one election may be made in any given year (so long as the annual catch-up limit is not exceeded). Beginning with the initial election period in July 2003, participants can make catch-up contribution elections at any time during the year. Elections are to be made effective no later than the first full pay period following the agency's receipt of the election. The election terminates with the last pay date of the year to which it applies.
1. This flexibility is provided because some participants may wish to contribute early in the year while others may want to contribute later. For example, some highly paid FERS participants contribute at the highest percentage early in the year and then adjust the contribution amount to a lower level during the April to June open season so they can reach, but not exceed, the elective deferral limit before the last pay date of the year (otherwise they might lose matching contributions). After the regular employee contribution has been reduced, these participants can then begin catch-up contributions using the "extra" money freed up as a result of the lower regular employee contributions.
 2. In addition, if a participant enters nonpay status during the year, the catch-up contributions (like regular contributions) will stop. When the participant returns to pay status, he or she cannot make up the missed payments, but he or she can submit a new election increasing the catch-up contribution amount and effectively make the maximum catch-up contribution allowed by law for that year.
- E. If a participant is currently contributing to both civilian and uniformed services TSP accounts, he or she can make separate catch-up contributions to each account so long as the total for both accounts combined does not exceed the annual catch-up limit. The Board will check for excess contributions across both accounts at the end of each year and contact the participant directly if excess contributions have been made. However, agencies and services are required to ensure that the contributions they submit do not exceed the annual catch-up limit.

F. Termination of Catch-up Contributions

1. Participants will be able to stop their catch-up contributions at any time without penalty. They may restart them at any time. This is different from the current rule regarding regular employee contributions, which imposes a waiting period between stopping and resuming contributions. The termination of catch-up contributions does not affect the participant's regular contributions.
2. If a participant stops his or her regular employee contributions, the catch-up contributions must also stop.
3. If the participant receives a financial hardship in-service withdrawal, his or her catch-up contributions must stop along with any regular employee contributions.
4. As noted above, the catch-up contribution election terminates automatically with the last pay date of the year to which it applies unless the participant has previously terminated the election or has reached the annual catch-up limit.

VI. Catch-up Contribution Allocations

- A. Catch-up contributions will be invested in the participant's account based on the most current contribution allocation on file with the TSP. That is, catch-up contributions will be invested based on the same allocation as the participant's regular contributions.
- B. Participants should be reminded that contribution allocations must be made with the TSP using the TSP web site, ThriftLine, or Form TSP-50, Investment Allocation.

VII. Initial Elections

The Board will announce to participants the availability of the catch-up contribution benefit beginning July 2003. The election can be made effective no earlier than the first full pay period in August 2003. After that, participants will be able to elect catch-up contributions at any time. Because we are not going to revise the *Summary of the Thrift Savings Plan for Federal Employees* in the near future, a fact sheet describing the benefit will be available on the TSP Web site and for agencies to order.

VIII. Error Correction

- A. In general, the same error correction rules apply to catch-up contributions as apply to employee contributions. These are described in 5 C.F.R. Sections 1605 and 1606. The following summarizes these rules.

B. Makeup Contributions.

1. Generally, there are only a few instances in which participants would be able to make up catch-up contributions. These include situations in which an agency error prevents a participant from making an election to contribute to his or her TSP account, or in which an agency fails to implement a contribution election properly submitted by a participant. A participant who is reemployed under the Uniformed Services Employment and Reemployment Rights Act (USERRA) may also make up any catch-up contributions he or she did not make as a result of being called to military service. (If the participant made catch-up contributions to his or her uniformed services account while on active duty, he or she may not make additional catch-up contributions in excess of the annual catch-up contribution limit.)
2. The rules for making up missed catch-up contributions are the same as those for regular employee contributions. Participants are **not** eligible for lost earnings (breakage) on these catch-up contributions. However, the “as of” date for the makeup catch-up contribution should be provided on the current catch-up contribution record so that the contributions can be attributed to the correct year.

C. Late contributions. Similarly, we anticipate that there will be a few instances of late catch-up contributions. The two most likely scenarios are cases in which the contribution was deducted from the participant’s pay but not deposited timely into his or her TSP account and cases involving back pay awards. In all of these cases, the participant is entitled to lost earnings (breakage) under the Board’s error correction regulations. The “as of” date reported on the late catch-up contribution record (see below) will be used to calculate the lost earnings (breakage).

D. Negative adjustments. As with regular contributions, agencies are required to remove erroneous contributions. These include situations in which, because of agency error, catch-up contributions in excess of the amount elected by the participant are contributed to the participant’s account, or contributions are made on behalf of a participant who did not elect to make contributions. Negative adjustments of catch-up contributions will reduce the amount of money applied against the annual catch-up limit. You cannot adjust a catch-up contribution to resolve a problem with a regular employee contribution.

E. The procedures for making up catch-up contributions and handling late catch-up contributions and negative adjustments are the same as for making up regular employee contributions. See the Board’s error correction regulations in 5 CFR 1605 and 1606 for more information.

IX. Miscellaneous Pay Issues

A. Order of Processing.

In order to ensure that participants maximize their regular employee contributions and fulfill their TSP loan repayment obligations, catch-up contributions should be processed after all regular and makeup contributions and loan repayment allotments (or deductions).

B. Insufficient pay

If the participant's elected catch-up contribution amount exceeds the participant's net pay for the pay period, no catch-up contribution should be made for the pay period. This is the same rule as for regular employee contributions.

X. Tax Reporting

- A. Catch-up contributions are included with the regular employee contributions on the IRS Form W-2, Wage and Tax Statement. If this amount exceeds the year's elective deferral limit, the Internal Revenue Service will confirm the participant's age using the Social Security Administration's date of birth for that participant. Agencies are not required to distinguish between regular and catch-up contributions on IRS Form W-2.
- B. See Bulletin TSP-98-21, Changes to the Error Correction Procedures, dated June 19, 1998, for guidance on handling catch-up contributions which, due to error correction, are contributed in years other than the one to which they are attributable.

XI. Records Retention.

Information regarding catch-up contribution elections must be retained by the agencies for reference purposes in the same manner as information regarding regular contribution elections. When participants transfer between agencies, the gaining agency should initiate any catch-up contributions the same way as it does with employee contributions. (Form TSP-19, Transfer of Information Between Agencies, will be revised to include information on catch-up contribution elections and issued under a separate bulletin.)

XII. Submitting Catch-up Contributions to the TSP Record Keeper

- A. Form TSP-2, Certification of Transfer of Funds and Journal Voucher (Attachment 2)
 - 1. In order to simplify the processing of catch-up contributions, we have decided not to develop a new journal voucher. Instead, agencies should report catch-up contributions the same way that they report regular employee contributions. That is,

The number of current and makeup catch-up contributions will be included in Block 11.

The number of late catch-up contributions will be included in Block 12.

The number of negative adjustment records pertaining to catch-up contributions will be included in Block 13.

The total number of catch-up contribution records will be included in Block 14.

The total dollar amount of current, makeup, and late catch-up contributions will be included in Block 15.

The total dollar amount of any negative adjustment records for catch-up contributions will be included in Block 19.

These dollar amounts will also be included in Blocks 18, 22, and 23.

2. The instructions on Form TSP-2 for the new record keeping system have been amended to include the new catch-up contribution records. A copy of the revised form is attached.

B. 06-Record, Employee Data Record.

There is no change to this record or the data submitted on it. No changes have been made to the existing TSP Status Codes.

C. 86-Record, Catch-up Contributions — Current Payment (Attachment 3)

1. This record is the equivalent of the 16-Record for regular contributions. It is used to submit current and makeup catch-up contributions.
2. Determining the “as of” date:
 - a. If the record is reporting current catch-up contributions, the “as of” date should be blank.
 - b. If the record is reporting makeup catch-up contributions, the “as of” date must be completed to show the pay date for which the contributions should have been made.

It is critical that this “as of” date be correct because the TSP system will use this date to determine the year against which the catch-up contributions will be applied for purposes of the annual catch-up limit. This date will not be used to calculate lost earnings.

D. 88-Record, Catch-up Contributions — Late Payment (Attachment 4)

1. This record is the equivalent of the 46-Record for regular contributions. It is used to submit late catch-up contributions, including those associated with a back pay award. (It is unlikely that catch-up contributions will be affected by other retroactive pay adjustments since elections are in whole dollars, not a percentage of pay.)
2. Determining the “as of” date:
 - a. All late catch-up contribution payment records must contain an “as of” date.
 - b. If the record is reporting late catch-up contributions, the “as of” date is the pay date for which the contributions were originally deducted from pay (but were not reported on time or not processed because of agency error, as the case may be).
 - c. It is critical that the “as of” date be correct because the TSP system will use this date to determine the lost earnings (breakage) on the catch-up contributions and to determine the year against which the catch-up contribution will be applied for the purposes of the annual catch-up limit.

E. 29-Record, Catch-up Contributions — Negative Adjustment (Attachment 5)

1. This record is the equivalent of the 26-Record for regular contributions. It is used to remove erroneous catch-up contributions that had been previously reported. Agencies may remove all or any part of a catch-up contribution previously submitted.
2. Determining the attributable pay date:
 - a. All negative adjustments must contain the attributable pay date.
 - b. If the catch-up contributions to be removed were originally reported as current catch-up contributions, the attributable pay date is the “current pay date” which was in the header record for the earlier payroll submission (and in item 4 of the journal voucher that accompanied the submission).
 - c. If the catch-up contributions to be removed were originally reported as makeup or late catch-up contributions, the attributable pay date is the “as of” date that was reported on the makeup or late payment record.

- F. Header and Trailer Records
 - 1. There is no change to the current header record.
 - 2. There is no change to the current trailer record. The catch-up contributions should be included in the “Employee Contributions Total” and the “Total Number of Payment Records” fields; and the negative adjustments in the “Employee Contributions Adjustment Total” and the “Total Number of Adjustment Records” fields. [Attachment 6](#) updates the Notes section of the trailer record for reference.

XIII. Payroll Reports Affected by Catch-up Contributions

- A. Because we plan to implement the catch-up contributions in the new record keeping system, catch-up contributions will be incorporated into the payroll processing reports as described in Bulletin TSP 02-16, Payroll Office Reports Produced by New Record Keeping System, dated June 12, 2002.
- B. Report TSP 1702, Payroll Office Recap of Journal Voucher Processing
 - 1. Catch-up contributions will be included in the “Employee” source for the Payments and Negative Adjustment sections.
 - 2. In the Transaction Counts section, catch-up contributions will be included as appropriate under “Number of Current Payment Records” (current and makeup contributions), “Number of Late Payment Records” (late contributions), and “Number of Negative Adjustment Records” (negative adjustments).
 - 3. Note that agencies will not be able to ascertain from this report the disposition of their catch-up contribution records versus their regular contribution records. However, since both sources of contributions are from employee pay, the primary concern should be if the records reject. (See Report 1701 below.)
- C. Report TSP 1701, Error Report.
 - 1. This report identifies records that were not processed and those that were processed but contained suspect data. The report shows the rejected or suspect record and the error code(s) for the error(s).
 - 2. Rejected or suspect catch-up contribution records will be identified using the “Rcd Type” field on the report.
- D. Report TSP 1703, Analysis of Payroll Office Errors

This report provides a count of the errors and the number of times they occurred in the submission. The errors for the catch-up contributions will be included in these counts.

- E. Report TSP 31503, Report of Detail Negative Adjustment Records Processed
 - 1. This report shows the processing of an individual negative adjustment record and can be used to answer questions from participants regarding the effect of the negative adjustment on their accounts.
 - 2. Catch-up contribution records will be identified using the “Rcd Type” field on the report.

- F. Report TSP 31504, Summary Report of Negative Adjustments Processed — Accounting Reconciliation Only
 - 1. This report is an accounting reconciliation tool that shows the negative adjustment amount returned to the payroll office.
 - 2. The catch-up contributions will be included in the employee source row of the Summary section.
 - 3. Catch-up contribution records will be identified in the Detail section using the “Rcd Type” field.

- G. Report TSP 5014, Breakage by Agency Accounting Number
 - 1. This report shows the total breakage amount that was charged to the payroll office and matches the information provided on Report TSP 1702.
 - 2. Catch-up contributions will not be discretely identified on this report.

- H. Reports TSP 5015, Breakage by Participant, and TSP 5016, Detailed Breakage by Participant
 - 1. These reports provide details for each participant for whom breakage was calculated.
 - 2. Catch-up contribution records will be identified using the “Rcd Type” field.

XIV. Catch-up Contribution Edits

- B. The catch-up contribution records will be subject to the same basic edits as their corresponding regular contribution records (e.g., Social Security number must be in the data base).

C. Four new edits specific to catch-up contributions will be added.

ID	Records	Message
RC1	86, 88	“As of” date is earlier than xx/xx/2003.
RC2	86, 88	DOB in system indicates participant is not eligible to make catch-up contributions.
RC3	86, 88	Amount submitted will cause participant to exceed the annual limit for catch-up contributions.
PC3	86, 88	Amount submitted caused participant to exceed the annual limit for catch-up contributions. The excess amount is being returned (\$XX.XX).



PAMELA-JEANNE MORAN
Deputy Director
Office of External Affairs

Attachments: Attachment 1 – Form TSP-1-C, Catch-up Contribution Election

Attachment 2 – Form TSP-2, Certificate of Transfer of Funds and Journal Voucher

Attachment 3 – 86-Record, Catch-up Contributions — Current Payment

Attachment 4 – 88-Record, Catch-up Contributions — Late Payment

Attachment 5 – 29-Record, Catch-up Contributions — Negative Adjustment

Attachment 6 – Trailer Record — Employee Data, Payment, and Negative Adjustment



THRIFT SAVINGS PLAN CATCH-UP CONTRIBUTION ELECTION

TSP-1-C

Use this form to start, stop, or change your election to make "catch-up" contributions to your TSP account. You are eligible to make catch-up contributions if you are age 50 or older (or you will become age 50 during the calendar year for which you are making this election), **and** you are already contributing either the maximum TSP contribution percentage or a dollar amount which will result in reaching the IRS elective deferral limit by the end of the year. (See back of form). Catch-up contributions will be taken from your basic pay each pay period; they are in addition to your regular TSP contributions.

Before completing this form, read the information on the back. Type or print all information. **Return the completed form to your agency personnel office.** Your agency will return a copy to you after completing Section IV.

Note: Your catch-up contributions will be invested according to your most recent contribution allocation. (See instructions.)

I. INFORMATION ABOUT YOU

1. _____
Name (Last) (First) (Middle)
2. _____
Street Address City State Zip Code
3. _____ - _____ - _____
Social Security Number
4. (_____) _____ - _____
Daytime Phone (Area Code and Number)
5. _____
Office Identification (Agency and Organization)

II. START OR CHANGE YOUR CATCH-UP CONTRIBUTIONS

(You must be in pay status.
See back of form.)

To start or change your catch-up contributions, complete Items 6, 7, and 8. Use a whole dollar amount. (See additional instructions on the back of the form.)

6. I elect to contribute \$_____.00 per pay period. This election will continue until:
 - the end of the calendar year; or
 - I reach the annual limit for catch-up contributions; or
 - I submit a new election to stop or change these contributions.

I certify that I have already elected to make regular TSP contributions up to the maximum amount allowed by the IRS and TSP plan rules. I understand that my catch-up contributions are in addition to my regular TSP contributions.

7. _____
Participant's Signature
8. ____/____/____
Date Signed (mm/dd/yyyy)

III. STOP YOUR CATCH-UP CONTRIBUTIONS

To stop your contributions, complete Items 9, 10, and 11.

9. I want to stop making catch-up contributions to my TSP account. I understand that I must make a new election to resume these contributions.

10. _____
Participant's Signature
11. ____/____/____
Date Signed (mm/dd/yyyy)

IV. FOR EMPLOYING OFFICE USE ONLY

12. _____
Payroll Office Number
13. ____/____/____
Effective Date (mm/dd/yyyy)

14. _____
Signature of Employing Office Official
15. ____/____/____
Receipt Date (mm/dd/yyyy)

16. _____
Remarks

PRIVACY ACT NOTICE. We are authorized to request this information under 5 U.S.C. chapter 84. Executive Order 9397 authorizes us to ask for your Social Security number, which will be used to identify your account. We will use the information you provide on this form to process your TSP election. This information may be shared with other Federal agencies for statistical, auditing, or archiving purposes. In addition, we may share the information with law enforcement agencies investigating a violation

of civil or criminal law, or agencies implementing a statute, rule, or order. It may be shared with congressional offices, private sector audit firms, spouses, former spouses, and beneficiaries, and their attorneys. We may also disclose relevant portions of the information to appropriate parties engaged in litigation. You are not required by law to provide this information, but if you do not provide it, we will not be able to process your request.

ORIGINAL TO PERSONNEL FOLDER
Provide a copy to the employee and to the payroll office.

Form TSP-1-C (8/2003)

INFORMATION AND INSTRUCTIONS

GENERAL INFORMATION

Note: These contributions are in addition to your regular TSP contributions. Therefore, if you are not already contributing the maximum amount allowed (according to TSP and/or IRS elective deferral limits specified below) through your regular TSP contributions, you must be making those contributions first before you are eligible to make catch-up contributions. This election **will not** affect your regular TSP contributions.

You may start, stop, or change your catch-up contributions at any time. (Open season dates do not apply to catch-up contribution elections.) Your election will stay in effect subject to conditions in Section II below. You must make a new election for each calendar year.

You do not receive matching contributions from your agency for any catch-up contributions.

Your catch-up contributions will be effective the first full pay period following your agency's receipt of the election and will be invested according to your most recent contribution allocation. (If you wish to change your contribution allocation, you may do so on the TSP Web site at www.tsp.gov, the ThriftLine at (504) 255-8777, or on Form TSP-50, Investment Allocation.)

SECTION I

Complete all items in this section.

SECTION II

The IRS and Thrift Savings Plan limits for regular TSP contributions and catch-up contributions are presented below:

Year	Regular TSP Contribution Limits			Catch-Up Contributions Limit
	TSP Limit		IRS Limit	
	FERS	CSRS		
2003	13%	8%	\$12,000	\$2,000
2004	14%	9%	\$13,000	\$3,000
2005	15%	10%	\$14,000	\$4,000
2006 and thereafter	Limits eliminated		\$15,000	\$5,000

Your election should be made effective the first pay period after your agency receives it. Deductions will be made from your basic pay in the dollar amount you indicate. However:

- (1) Contributions will stop when you have reached the maximum allowable dollar amount for the calendar year.
- (2) The contribution amount you specified cannot exceed the amount of your pay after all other required deductions have been made. (Required deductions include voluntary deductions or allotments, including regular TSP contributions and TSP loan payments.)
- (3) Your contributions will **not** continue into the next calendar year.

You are not eligible to make catch-up contributions if you are in nonpay status or if you are ineligible to make TSP contributions because you have made a financial hardship in-service withdrawal within the last 6 months. If you have elected to make catch-up contributions and you subsequently enter a noncontribution period, deductions will stop. Contributions will **not** automatically restart. You must make a new election when your noncontribution period ends.

You may stop your catch-up contributions at any time by submitting a new form TSP-1-C to your agency indicating your election to stop (Section III).

You must sign this section or your request to start or change your catch-up contributions will be rejected.

SECTION III

If you choose to stop your catch-up contributions, you must complete and sign this section. Your election should be effective the first pay period after your agency receives it. You can restart your catch-up contributions at any time, subject to the conditions above.

SECTION IV

In Item 15, enter the receipt date. This is the date that a **properly completed** form is received by the agency personnel office; if the form has not been properly completed, it should be returned to the employee.



THRIFT SAVINGS PLAN

CERTIFICATION OF TRANSFER OF FUNDS AND JOURNAL VOUCHER

TSP-2

I. IDENTIFICATION

To: Thrift Savings Plan National Finance Center P.O. Box 61500 New Orleans, LA 70161-1500 Telephone: (504) 255-5110 FAX Number: (504) 255-4132		1. From:	
2. Payroll Office Number	3. Journal Voucher Report Number	4. Current Pay Date (mm/dd/yyyy)	5. Type of Media <input type="checkbox"/> Electronic Submission <input type="checkbox"/> Tape <input type="checkbox"/> Disk <input type="checkbox"/> TSP-5
6. Reel Number	7. Reel Date (mm/dd/yyyy)	8. Back-up Number (If applicable)	9. Back-up Date (mm/dd/yyyy)

II. RECORDS SUBMITTED

10. Number of Employee Data Records		
11. Number of Current Payment Records		
12. Number of Late Payment Records		
13. Number of Negative Adjustment Records		
14. Total Number of Records		

III. RECORDS BY CONTRIBUTION SOURCE

	Total Current and Late Payment Records	Total Negative Adjustment Records
Employee Contributions	15. \$	19. \$
Agency Automatic (1%) Contributions	16. \$	20. \$
Agency Matching Contributions	17. \$	21. \$
Totals	18. \$	22. \$
Control Total		23. \$

IV. CERTIFICATION

I certify that (1) prudent measures have been taken to ensure that the TSP transactions associated with this voucher are correct according to applicable law and TSP procedures; (2) the amount in Block 18 is available to be credited to the TSP receipt account; and (3) the amount in Block 22 may be credited to this agency's account if found to be correct. I understand that (1) the amount of the credit may be reduced by any investment losses computed by the TSP in connection with the money to be returned to the agency and by any amounts that, under applicable law or TSP procedures, may not be returned to this agency; (2) if this payroll submission reports makeup or late contributions, the TSP System will calculate the associated breakage and charge this agency's Treasury account the attributable expense; and (3) if this payroll submission is processed more than two business days after the "Current Pay Date," the TSP System will calculate breakage on current contributions and employee makeup contributions as of the "Current Pay Date" and charge this agency's Treasury account with the attributable expense. Such additional charges will be reversed only if it is established that the late processing was caused by TSP record keeper error.

24. _____
Typed or Printed Name of Authorized Administrative or Certifying Officer

26. (_____) _____ - _____
Telephone (Area Code and Number)

25. _____
Signature of Authorized Administrative or Certifying Officer

27. (_____) _____ - _____
Telefax (Area Code and Number)

28. _____
Date Certified



Data may be submitted electronically or on magnetic tape, diskette, or Form(s) TSP-5. Submit only one type of media with this form. Mail completed form and magnetic tape, diskette, or Form(s) TSP-5 to the address on the front of the form.

I. IDENTIFICATION

Block 1, From. Enter address of sender. Include payroll office name, address, and Zip Code.

Block 2, Payroll Office Number. Enter assigned 8-position payroll office number in XX-XX-XXXX format.

Block 3, Journal Voucher Report Number. Enter 6-position report number. The first two positions represent the calendar year of the reporting pay period. The last four positions represent a sequential number beginning with 0001. This number will serve as a control over receipt of the reports. For example, 030001 would be the first JV report number submitted in the year 2003.

Block 4, Current Pay Date. Enter date payroll paid in mm/dd/yyyy format.

Block 5, Type of Media. Indicate whether you are making an electronic submission or submitting a magnetic tape, a diskette, or Form(s) TSP-5.

Block 6, Reel Number. Enter reel number of magnetic tape sent, if applicable.

Block 7, Reel Date. Enter date reel was created. Use mm/dd/yyyy format.

Block 8, Back-up Reel Number (if applicable). Complete this section if duplicate (back-up) magnetic tape is submitted with this form.

Block 9, Back-up Reel Date. If Block 8 is completed, enter date back-up reel was created. Use mm/dd/yyyy format.

II. RECORDS SUBMITTED

Block 10, Number of Employee Data Records. Enter total number of employee data records (Record Type 06) submitted.

Block 11, Number of Current Payment Records. Enter total number of current payment records (Record Types 16 and 86) submitted.

Block 12, Number of Late Payment Records. Enter total number of late payment records (Record Types 46 and 88) submitted.

Block 13, Number of Negative Adjustment Records. Enter total number of negative adjustment records (Record Types 26 and 29) submitted.

Block 14, Total Number of Records. Enter the total number of records submitted. This is equal to the sum of Blocks 10, 11, 12, and 13 and excludes magnetic media header and trailer records.

III. RECORDS BY CONTRIBUTION SOURCE

Current payment records (Items 15 – 18) are 16-Records used to submit current contributions and certain makeup contributions and 86-Records used to submit current and makeup catch-up contributions. **Late payment records** are 46-Records used to submit late contributions and certain makeup contributions and 88-Records used to submit late catch-up contributions. **Negative adjustment records** (Items 19 – 22) are 26-Records used to remove erroneous regular contributions previously reported and 29-Records used to remove erroneous catch-up contributions.

Block 15, Total Employee Contributions. Enter total employee contributions (regular and catch-up amounts).

Block 16, Total Agency Automatic (1%) Contributions. Enter total agency automatic (1%) contributions.

Block 17, Total Agency Matching Contributions. Enter total agency matching contributions.

Block 18, Total Current and Late Payment Records Amount. Enter total employee contributions and agency contributions. This is equal to the sum of Blocks 15, 16, and 17.

Block 19, Total Employee Contributions. Enter total of adjustments to employee (regular and catch-up) contributions.

Block 20, Total Agency Automatic (1%) Contributions. Enter total adjustments to agency automatic (1%) contributions.

Block 21, Total Agency Matching Contributions. Enter total adjustments to agency matching contributions.

Block 22, Total Negative Adjustment Records Amount. Enter total adjustments to employee (regular and catch-up) contributions and agency contributions. This is equal to the sum of Blocks 19, 20, and 21.

Block 23, Control Total. Subtract Box 22 from Box 18 and enter amount here. (This figure is used only for verification of data entry.)

IV. CERTIFICATION

Block 24, Typed Name of Authorized Administrative or Certifying Officer. Type or print name of official who is responsible for the accuracy of this voucher and the data it transmits.

Block 25, Signature of Authorized Administrative or Certifying Officer. Signature of person named in Block 24.

Block 26, Telephone Number. Enter telephone number of certifying officer, including area code.

Block 27, Telefax Number. Enter telefax number of certifying officer, including area code.

Block 28, Date Certified. Enter date the document is signed.

Catch-up Contributions-Current Payment Record - 86

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE		
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150			
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)
TSP Catch-up Current Payment Record	D A T A	SSN	Date Of Birth			"As Of" Date			Record Type "86"
			Year	Month	Day	Year	Month	Day	
	RECORD NUMBER "86"	LENGTH	9	4	2	2	4	2	2
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27

X(18)	S9(04)V99	X(42)	X(06)
FILLER	Catch-up Contributions	FILLER	FILLER
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	X(06)	X(02)	X(02)	X(23)
FILLER	FILLER	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

As of Date fields – Leave “As of“ Date field blank unless date is different from the Current Pay Date on the header record.

Catch-up Contributions-Late Payment Record - 88

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE			
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150				
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)	
TSP Catch-up Late Payment Record	D A T A	SSN	Date Of Birth			"As Of" Date			Record Type "88"	
			Year	Month	Day	Year	Month	Day		
	RECORD NUMBER "88"	LENGTH	9	4	2	2	4	2	2	2
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27	

X(18)	S9(04)V99	X(42)	X(06)
FILLER	Catch-up Contributions	FILLER	FILLER
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	X(06)	X(02)	X(02)	X(23)
FILLER	FILLER	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

As of Date fields – Leave “As of“ Date field blank unless catch-up contributions were deducted or should have been deducted in the case of a back pay award or other retroactive pay adjustment on a pay date earlier than the Current Pay Date on the header record.

Catch-up Contributions Negative Adjustment Record - 29

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE		
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				150			
DESCRIPTION	FORMAT	9(09)	9(04)	9(02)	9(02)	9(04)	9(02)	9(02)	9(02)
TSP Catch-up Negative Adjustment Record RECORD NUMBER "29"	D A T A	SSN	Date Of Birth			Attributable Pay Date			Record Type "29"
			Year	Month	Day	Year	Month	Day	
	LENGTH	9	4	2	2	4	2	2	2
	POS	01-09	10-13	14-15	16-17	18-21	22-23	24-25	26-27

X(18)	S9(04)V99	X(42)	X(06)
FILLER	Catch-up Contributions Adjustment *	FILLER	FILLER
18	6	42	6
28-45	46-51	52-93	94-99

X(18)	X(06)	X(02)	X(02)	X(23)
FILLER	FILLER	Department Code	Agency Code	Agency Use Only
18	6	2	2	23
100-117	118-123	124-125	126-127	128-150

* Adjustment amounts must be negative numbers

Civilian Trailer Record - Employee Data, Payment, and Negative Adjustment

APPLICATION		FILE ORGANIZATION				RCD SIZE	BLOCK SIZE	
THRIFT SAVINGS PLAN SYSTEM		VARIABLE BLOCK				200		
DESCRIPTION	FORMAT	X(04)	S9(12)V(02)	X(14)	S9(12)V(02)	S9(12)V(02)	S9(12)V(02)	X(14)
FORM TSP-2 Trailer Record	D A T A	TRLR	Employee Contributions Total	FILLER	Agency Automatic (1%) Contributions Total	Agency Matching Contributions Total	Employee Contributions Adjustment Total	FILLER
	LENGTH	4	14	14	14	14	14	14
	POS	01-04	05-18	19-32	33-46	47-60	61-74	75-88

S9(12)V(02)	S9(12)V(02)	S9(08)	S9(08)	S9(08)	S9(09)V99	X(49)
Agency Automatic (1%) Contributions Adjustment Total	Agency Matching Contributions Adjustment Total	Total Number of Employee Data Records	Total Number of Payment Records	Total Number of Adjustment Records	Fiduciary Insurance	FILLER
14	14	8	8	8	11	49
89-102	103-116	117-124	125-132	133-140	141-151	152-200

Note: The Total Number of Employee Data Records is the total of the 06 records.
 The Total Number of Payment Records is the total of the 16, 46, 86, and 88 records.
 The Total Number of Adjustment Records is the total of the 26 and 29 records.

Note: Fiduciary Insurance is not currently required and the field should be left blank.